



USAID | HONDURAS

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Vacancy Announcement USAID FN No. 09-002

Position Title: Project Management Specialist

Full Level of Performance: FSN PSC - 11

Area of Consideration: All interested candidates who have the required work and/or residency permits

Location of Position: Health, Population and Nutrition Office (HPN)
Tegucigalpa - Honduras

Closing Date: March 19, 2009

Hours of Work: Monday through Friday (40 hours per week)

BASIC FUNCTION:

The job holder will be the Activity Manager/CTO for the USAID/Honduras \$5.5 million/year HIV/AIDS program, USAID's largest in Central America; and will: (1) serve as USAID/Honduras's principal advisor on all matters relating to HIV/AIDS; and (2) be USAID/Honduras principal liaison for HIV/AIDS with the Government of Honduras, other donors and local organizations working in HIV/AIDS in Honduras, the U.S. Embassy, USAID/Washington, USAID's regional HIV/AIDS program in Guatemala, and other USG agencies.

MAJOR DUTIES AND RESPONSIBILITIES:

% of Time

1. Assess HIV/AIDS programming needs and provide technical input for formulation of Mission health strategy, consistent with estimated available resources. Interact with senior GOH officials as needed to understand GOH health-policy and guide its formulation consistent with Agency and Mission objectives. 10%
2. In coordination with Mission management and Health Director, negotiate agreement regarding strategy with MOH, local governments, NGOs, and relevant USAID cooperating agencies, including desired results and recommendations for technical assistance needed to attain them. Secure said technical assistance from Global Health Bureau and/or Mission procurements. 15%
3. Guide MOH and cooperating agencies in the formulation of implementation plans (annual work plans) pursuant to strategy, assuring optimal coordination among all parties. Recommend to Health Office Director the allocation of the Mission's annual HIV/AIDS budget to implement these plans. 15%
4. Monitor program implementation by MOH, local governments, cooperating agencies and others, ensuring that all program components are well coordinated, focused on desired results, and compliant with USAID regulations, including all USG regulatory and statutory requirements relating to HIV programming. Monitor expenditures and obligations to ensure compliance with USAID guidance re pipelines and avoid over-commitment of funds to individual implementing mechanisms. Coordinate, guide, monitor, and evaluate the work of cooperating agencies, including the performance and effectiveness of local technical staff. 25%
5. Work with MOH counterparts to strengthen the HIV/AIDS health information system and develop data-based supervision, monitoring and evaluation systems. Prepare and keep updated a data base for relevant HIV-program indicators and target achievement for reporting to USAID/W. Assure the availability of data on performance indicators for annual Operational Plan and Mission Strategic Plan; draft narrative sections of these plans for review by Health Office Director. 10%

6. Coordinate with other Mission offices to take advantage of potential synergies, especially regarding health surveillance systems, HIV care and treatment, and HIV prevention activities. Coordinate with Health Office's CH/FP/Decentralization Advisor to assure a consistent approach to the MOH. 5%
7. Coordinate with other donor organizations to avoid duplication of activities, effectively focus other-donor resources on activities likely to yield significant results, and encourage the development of multi-donor-funded programs. 10%
8. Advise USG agencies as needed on matters related to health-sector support. Provide input for reports, speeches, and briefings related to the health sector. Assist with or assume charge of planning and logistic arrangements for official visits related to health. 5%
9. Other duties as assigned. 5%

MINIMUM REQUIRED QUALIFICATIONS (Applicants must fill all requirements)

EDUCATION: Master of Public Health degree required.

EXPERIENCE: At least seven years of significant professional experience in public health, including significant HIV/AIDS programmatic experience, at the regional or national level in Honduras is required. Significant experience working in public health with other donor organizations is required. Experience should include three years of analysis and interpretation of data, program-budget formulation, and program and personnel management.

LANGUAGE: Level III (good working knowledge) English proficiency and a Level IV (fluent) Spanish proficiency are required.

KNOWLEDGE: In-depth understanding of USAID policies and strategies, especially those related to HIV/AIDS requirements and PEPFAR guidance, and how to translate them into workable programs required. Broad, detailed knowledge of Honduran public-health institutions and programs, including their political dimensions, and of other-donor health policies and programs required. Knowledge of local civil society groups and leading players in HIV/AIDS advocacy and prevention. Expert knowledge of HIV/AIDS, including national care and treatment service delivery systems and prevention strategies for high risk populations. Good knowledge of epidemiology and health statistics is required.

SKILLS AND

ABILITIES: Highly developed analytical abilities, interpersonal and oral-communication skills, teamwork, and budgeting and resource-management skills. Must be able to (i) draw valid conclusions from health statistics, including survey data and monitoring-and-evaluation data, that lead to decisions on the desired results (outcomes, not outputs) and content of intervention programs; (ii) interact effectively with senior GOH officers, other-donor officials, and USG staff, including Mission management; (iii) motivate and coordinate USAID, MOH, other-donor, and cooperating-agency staff in resolving often complex and sometimes sensitive and/or contentious issues relating to policy development, program implementation and inter-agency collaboration; (iv) focus limited program resources (financial and human) on highest priority tasks most likely to yield significant results. Excellent computer skills in Microsoft word, excel and PowerPoint.

Additional selection criteria: The selected applicant will have to satisfy the requirements of a preemployment medical and security clearance. Compensation will be in accordance with the Local Compensation Plan (LCP). The initial appointment may be at a lower grade than advertised if no suitable applicant possesses the minimum required qualifications.

Qualified applicants should submit their Application for Employment (OF-612) *or* résumé to USAID/Honduras **no later than Thursday March 19, 2009**. Applications can be sent by mail to: **USAID/Honduras EXO/PER, P.O. Box 3453**; by e-mail to: lalmendarez@usaid.gov; or by fax to: 236-7776, **Att.: Ligia Almendarez**. Please ensure the application makes reference to the **Position Title** mentioned in this announcement. The Application Form (OF-612) and additional information can be found in the following websites: <http://www.usaid.gov/hn/employment.htm> or <http://honduras.usembassy.gov/vacancies.html>.


Mike de la Rosa
Executive Officer